



## COMMUNITY PRESERVATION OVERVIEW & APPLICATION PROCESS

Under the statutes governing the Community Preservation Act, Mass General Laws Chapter 44B, proposals for CPC funding must fall under four topic areas:

1. OPEN SPACE \*: acquisition, creation and preservation
2. HISTORIC RESOURCES: acquisition, preservation, rehabilitation and restoration
3. COMMUNITY HOUSING: creation, preservation and support
4. RECREATION\*: acquisition, creation, rehabilitation and preservation

*\* Support for these areas is allowed only IF the resource was acquired or created with CP funds.*

Complete applications should be submitted to the Community Preservation Committee as soon as plans are available and complete. Only project proposals that are submitted with all required supporting documentation will be considered at a scheduled meeting of the Community Preservation Committee. Once a completed application package has been received, the following process will occur:

- CPC reviews proposed project and funding request including all supporting documentation. Project representative(s) must be present to answer questions.
- If found to be acceptable in topic area, funding level, and public benefit, a committee majority may vote to recommend the project to the Town Council.
- The Town Council may vote to accept the recommendation as submitted or move to reduce the amount of funding requested. The funding amount may not be increased by Town Council.
- Funds will not be released without deed restriction language in place.
- All applications MUST be submitted on the attached forms or it will not be reviewed by the Community Preservation Committee.
- Bid amounts: Any project amount estimated to be over \$25,000, requires three (3) written quotes; projects estimated to be under \$25,000, require three (3) verbal quotes with the name of the business, a contact person and a phone number.



## COMMUNITY PRESERVATION APPLICATION FOR FUNDING

### PROJECT CONTACTS

Applicant Name:

Applicant phone:

Email:

Group or Committee Affiliation (if any):

Contact Person/Project Director:

Names of governing board, trustees or directors:

Federal Tax ID (if non-profit)

### PROJECT INFORMATION

Project Name:

Project Category:

Historic

Open Space

Housing

Recreation

Site Address:

Property Owner

Projected Cost of Project:

Summary Project Description:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTE: Tax & utility payments MUST be up-to-date for an application to be reviewed



## COMMUNITY PRESERVATION APPLICATION FOR FUNDING

*Each section below **MUST** be completed for all funding requests*

**Scope/Concept of Project:**

**Goal(s):** Provide a list of broad goals of the proposed project

**Success:** How will the success of this project be measured?

**Projected Action Plan and Timeline:** Include project critical elements, expected expenditures, receipt of other funds/revenues.

**Evaluation:** Describe how you will monitor progress toward meeting the stated goals.

**Stewardship:** Indicate how the project will be maintained after CP funds have been spent. Provide a 5 year plan.

**Budget** Describe expected project costs including such things as personnel costs, operating expenses such as printing, postage, etc. Provide quotes (\*\*Refer to application bid requirements on page 1\*\*).

**Funding:** Detail additional funding sources that are available, committed or under consideration.

**Relevance:** Indicate how the project is important and relevant to the current and/or future needs of the Town.



## COMMUNITY PRESERVATION APPLICATION FOR FUNDING

**Support:** Describe the level of support for this project. Include any letters/petitions.

**Restrictions:** Provide proposed deed restriction language. Note that funds will not be released until a deed restriction is in place.

**Support Documents:** Provide maps, existing & proposed site/floor plans, professional renderings for the property and/or structures affected.

**Other(if applicable):** Documentation that applicant has control over the site (P&S, option, deed); evidence that the project is in compliance with the zoning ordinance, other laws or regulations; evidence that the proposed site is free of hazardous materials.

### COMMUNITY PRESERVATION COMMITTEE USE:

Received On: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviewed On: \_\_\_\_/\_\_\_\_/\_\_\_\_

Determination: \_\_\_\_\_

Date to Town Council: \_\_\_\_/\_\_\_\_/\_\_\_\_ CPC Chair: \_\_\_\_\_



## COMMUNITY PRESERVATION APPLICATION FOR FUNDING

### PROJECT GUIDELINES

#### ***General Criteria***

The Randolph Community Preservation Committee will weight proposals that address as many of the following general criteria as possible:

- + Projects are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; MGL C40B.
- + Project has received endorsement by other municipal boards or departments.
- + Project preserves the essential character of the Town as described in Town Planning documents.
- + Resources that would otherwise be threatened and/or serve a currently under-served population are preserved through the project.
- + More than one CPA purpose is served (especially in linking open space, recreation and community housing) or the applicant demonstrates why serving multiple needs is not feasible.
- + Practicality, feasibility and urgency for the project can be demonstrated.
- + Applicant can demonstrate that the project can be implemented expeditiously and within budget.
- + Project alternatives and alternative funding mechanisms, have been fully explored.
- + Additional public and/or private funds can be leveraged to support the project
- + The project preserves or utilizes currently owned Town assets.

#### **Notes**

*If the requested funds are for real estate acquisition, an independent appraisal will be required. The applicant is responsible for funding the appraisal.*



## COMMUNITY PRESERVATION APPLICATION FOR FUNDING

### Category Specific Criteria

#### **Open Space**

Proposals that address as many of the following specific criteria as possible will receive preference:

1. Permanently protect important wildlife habitat, including areas that:
  - a) are of local significance for biodiversity;
  - b) contain a variety of habitats, with a diversity of geologic features and types of vegetation;
  - c) contain a habitat type that is in danger of vanishing from Randolph;
  - d) preserve habitat for threatened/endangered species of plants or animals;
2. Provide opportunities for passive recreation and environmental education;
3. Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats;
4. Provide connections with existing trails or potential trail linkages;
5. Preserve scenic views;
6. Border a scenic road;
7. Protect drinking water quantity and quality;
8. Provide flood control/storage;
9. Preserve important surface water bodies.

#### **Historic**

Proposals that address as many of the following criteria as possible will receive preference:

1. Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened;
2. In the case of proposals on private property, the proposal and/or proponent meet certain economic criteria as may be required by the Community Preservation Committee;
3. Protect, preserve, enhance, restore and/or rehabilitate Town-owned properties, features or resources of historical significance;
4. Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
5. Project is within an Historic District, on a State or National Historic Register, or eligible for placement on such registers,
6. Project demonstrates a public benefit; and
7. Project demonstrates the ability to provide permanent protection for maintaining the historic resource;
8. In the case of proposals on private property, the proposal and/or proponent have demonstrated additional protective measures and have met additional criteria, as may be imposed by the Community Preservation Committee, to ensure the continued permanent protection of the historic resource.

#### **NOTE:**

*All historic rehabilitation projects must comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties.*



## COMMUNITY PRESERVATION APPLICATION FOR FUNDING

### **Community Housing**

Proposals that address as many of the following criteria as possible will receive preference:

1. Contribute to the goal of 10% affordability;
2. Conform to the Town's Community Housing Plan;
3. Promote a socioeconomic environment that encourages a diversity of income;
4. Provide housing that is harmonious in design and scale with the surrounding community;
5. Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units;
6. Ensure long-term affordability;
7. Promote use of existing buildings or construction on previously-developed or Town-owned sites;
8. Convert market rate to affordable units; and
9. Give priority to local residents, Town employees, and employees of local businesses.

### **Recreation**

Proposals that address as many of the following criteria as possible will receive preference:

1. Support multiple recreation uses;
2. Serve a significant number of residents;
3. Expand the range of recreational opportunities available to Randolph residents of all ages;
4. Jointly benefit Conservation Commission and Recreation Commission initiatives by promoting passive recreation, such as hiking, biking, and cross-country skiing, on Town-owned property;
5. Maximize the utility of land already owned by the Town (e.g., school property); and
6. Promote the creative use of footpaths, rights-of-way, other corridors to create safe and healthful non-motorized transportation opportunities.